

Employment Opportunities

600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1570
www.oregonmetro.gov/jobs



Metro | *Metropolitan Exposition Recreation Commission*

Medical Specialist

Oregon Convention Center

Internal, FOTA and general recruitment

Status:	Multiple part- time positions
Work location:	Oregon Convention Center 777 NE Martin Luther King Jr. Blvd, Portland, OR
Pay:	Entry rate: \$13.75; one year rate: \$14.15; two year rate: \$14.54/hour This position is not represented and is non-exempt
Recruitment number:	OCC-8120-0709
Application deadline:	July 13, 2009 (internal) July 20, 2009 (FOTA) July 20, 2009 (general)

Internal applicants must be current employees of Metro or MetroERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MetroERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

First Opportunity applications will be accepted from residents who live within the First Opportunity Target Area (FOTA) and who meet the qualifying annual household income limit of less than \$25,000 as an individual, or \$40,000 for an entire household, for the past 12 months. If you qualify, please complete the attached Economically Disadvantaged Status Questionnaire. The recruitment process begins with internal applicants who are screened and interviewed. If no internal candidates are selected, then the First Opportunity applicants will be considered.

General applications will be accepted from all applicants.

Please carefully follow application procedures at the end of the announcement.

Position summary

Assesses injuries and illnesses. Provides emergency care and medical assistance to injured or sick persons.

Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Responds to medical emergencies and provide medical assistance to injured or sick persons on MERC premises; attends to ailments and medical conditions such as chest pains, shortness of breath, asthma, allergic reaction, etc.
- Assesses non-emergency injuries and illness; provides first aid and medical intervention to persons injured on the agency's premises.
- Determines the severity of illness or injury; initiates call to 911, as the situation requires.
- Maintains first aid/medical supplies and equipment inventory; ensures adequate stock of medical supplies and equipment; processes requests for replenishment of stock as needed.
- Ensures medical equipment is in proper working condition; cleans and sanitizes equipment as needed.
- Ensures proper disposal of biohazard materials.

- Acts as a resource to injured and sick persons by providing information with regard to the location of urgency clinics, hospitals, emergency rooms, etc. for further evaluation.
- Completes documentation and reports with regard to first aid, medication, and treatment provided.
- Performs work in accordance with established protocols, policies, practices and procedures of the department.
- Provides top-notch customer service to attendees and employees of the convention center at all times.

Secondary Functions:

- Dispenses over-the-counter medications upon request.
- Performs other duties, which may be necessary or desirable to support the agency's success.

Minimum requirements

Current and valid certification as an Emergency Medical Technician, and a minimum of two (2) years of experience in emergency medical response, or an equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

Current and valid Cardiopulmonary Resuscitation certification.

Knowledge, skills and abilities

- Knowledge of, and skill in, basic life support procedures and use of medical equipment.
- Ability to respond quickly and effectively in emergency situations.
- Ability to make appropriate decisions and read others in emergency situations.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to provide comfort and support to sick and injured persons.
- Ability to remain calm and methodical in stressful situations.
- Skill in the use of medical equipment.

Working conditions

Continuously required to stand and/or walk for extended periods of time; sit for extended periods of time; hear and/or respond to audio/verbal cues; see and/or respond to visual cues; stoop, kneel, crouch or crawl; twist and/or bend; reach with hands and arms; perform repetitive motions of hands and wrist; lift, push, pull and/or carry objects up to 50 pounds. Frequently exposed to blood or other human bodily fluids, fumes or airborne particles. Occasionally required to lift, push, pull and/or carry objects up to 100 pounds; work near or around mechanical moving parts; work in outdoor weather conditions.

Alcohol/Drug: MERC conducts testing for alcohol/prohibited drugs in accordance with MERC Personnel Policies Section 12.9.

PERS: Metro participates in the Public Employees Retirement System (PERS), contributing both the employer and employee portion; eligibility generally begins after working 600 or more hours in a 12-month period.

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the Metro application. If an application is not requested as part of the application process, indicate your desire for veteran's preference consideration in your cover letter. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status, and 3) your public employment preference letter from the US Department of Veterans' Affairs.

Application procedure

This position opens to internal, FOTA and general candidates on July 2, 2009.

To apply, submit the following

1. Metro/MERC standard application form
2. Applicant contact information form (located on page 3 of the application)
3. Responses to the required supplemental questions listed below

Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
 - The responses must be addressed individually and included with the application on a separate sheet(s).
 - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
 - Your responses will be used as part of your application evaluation.
1. **List and explain your experience working in an emergency situation in which you made quick decisions and provided immediate health care treatment?**
 2. **List and explain your experience working in an emergency situation where there is also a large crowd involved? Example: baseball game at PGE Park, concert at the Portland Center for the Performing Arts, etc.**
 3. **This is an event driven, part-time position with available shifts of weekdays and weekends (including some evenings). What is your availability to work days, weekends, evenings and/or holidays?**

Submit your application

Deadline: 5 p.m., July 13, 2009 (internal)
5 p.m., July 13, 2009 (FOTA)
5 p.m., July 20, 2009 (general)

E-mail: jobs@oregonmetro.gov
Please include the word "Application" in the subject line of your e-mail. Electronic attachments must be in MS Word or PDF format. We are unable to download ZIP files.

Mail or drop off: Metro Human Resources Department
600 NE Grand Ave, Portland, OR 97232

Fax: 503-797-1798

Important notes about your application

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will be discarded. All materials submitted become the property of Metro and will not be returned.

Follow-up

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's website at www.oregonmetro.gov/jobs and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday. When accessing recruitment updates, you will need to know the title of the job for which you applied.

An Equal Opportunity/Affirmative Action Employer